

**Texas Veterans Commission
1700 N. Congress Ave Suite 800
Austin, TX 78778
(512) 463-1295**

**Program Specialist II-III
(4 Positions)
Salary Schedule B18-19
Salary Range: \$3293.00 – \$4,421.00 per month**

**TVC Posting: 15-119R
Class: 1571/1572
Location: Headquarters
Austin, Texas**

**Opening Date: 08/24/2015
Closing Date: 09/04/2015
WIT No: 5077674**

NOTE: Applicants who previously applied on TVC posting 15-119/WIT# 7037517 do not need to reapply. The current application is still under consideration.

The Texas Veterans Commission is committed to hiring Veterans and is proud to employ the highest percentage of Veterans among all state agencies.

Note: Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of Inspector General, Finance/Auditing, Standardization/Evaluation, Career Counselor, Human Resources, Judge Advocate Corps, Administrative or Civil Affairs, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position. Please call the Human Resources Division at (512) 463-3229 for additional information.

Job Description:

This position is a member of the Veterans Education Division of the Texas Veterans Commission (TVC) responsible for the administration of the Texas Hazlewood Act. Work involves coordinating and collaborating with the Texas Higher Education Coordinating Board, the Legislative Budget Board (LBB) and other public institutions of higher learning (IHLs) throughout the State in developing rules, policies and procedures as it relates to the application process, eligibility determination, reporting requirements and the disbursement of funds to defray the costs for the Hazlewood Act Exemption.

Job Duties include but are not limited to the following:

- Responds to inquiries pertaining to the Hazlewood Act exemption and the GI Bill educational benefits, in person, via telephone or email.
- Serves as liaison with the Texas Higher Education Coordinating Board to ensure adequate and accurate information flow from IHLs regarding Hazlewood recipients throughout the state.
- Serves as liaison with IHLs throughout the state to ensure accurate enrollment, academic progress, attendance and completion rates are reported via the Hazlewood database reporting system.
- Serves a liaison with the LBB to effectively disburse funding to defray the costs of the Hazlewood Legacy program to public IHLs in the state.
- Conducts audits of IHLs which receive Hazlewood Legacy funding to ensure proper and appropriate use of disbursed funds. Will examine records for reliability, adequacy, efficiency and compliance with legal regulations. Reports erroneous or questionable transactions.

- Reviews financial statements, reports, schedules and exhibits. Identifies IHL compliance issues to the Veterans Education Division of TVC.
- Assists Hazlewood eligible persons in the resolution of issues with IHLs relating to the Hazlewood exemption.
- Develops and performs outreach activities to inform Veterans about Hazlewood exemption opportunities.
- Maintains statistical records on Hazlewood recipients pertaining to the demographics of persons assisted application success, program completion rates and reasons for success or failure.
- Works with and speaks to community, educational and professional groups to coordinate, improve, and stimulate interest in the programs and services available to veterans and their families.
- Travel is required at least 25% of the time for work related functions.
- Work hours other than 8-5 may be required.
- Performs related work as assigned.

General Qualifications Guidelines:

Experience and Education Minimum Requirement:

Bachelor's degree or Master's degree from an institution of higher education accredited by a U.S. Department of Education regionally accredited organization and five years related experience in the job duties listed above. A Doctoral degree, completed in residence, from an institution of higher education accredited by a U.S. Department of Education regionally accredited organization and three years related experience in the job duties listed above.

Finance/audit experience is required.

Experience with Microsoft Word, Excel, Access, Power Point is strongly preferred.

A valid Texas driver's license is required.

Honorably discharged Veteran with a minimum of 4 years of active federal service is strongly preferred. A copy of DD#214, Member #4 copy, must be submitted for verification of service.

Honorably discharged Veteran is generally preferred.

Knowledge, Skills and Abilities:

Knowledge of GI Bill, Hazlewood Act and other programs and services available to veterans and their families.

Knowledge of military personnel structure.

Ability to communicate complex ideas succinctly both orally and in writing.

Ability to work efficiently and independently in a dependable and organized manner in order to meet various deadlines.

Ability to establish and maintain effective public contacts.

Ability to gather, assemble, correlate and analyze facts using computerized database.

Ability to devise solutions to problems.

Ability to prepare concise reports.

Ability to work cooperatively with others in a team environment but have the ability to function with minimum supervision.

Ability to provide exceptional customer service.

How to Apply:

Application may be requested from the Texas Veterans Commission, 1700 N. Congress, Suite 800, Austin, Texas 78711;(512) 463-6564; or downloaded from the Texas Workforce Commission website: <https://wit.twc.state.tx.us>

Only mailed application will be accepted to the Texas Veterans Commission, Attn: Alice Mehringer, Human Resources Director, P.O. Box 12277, Austin, Texas 78711-2277. Applications must be postmarked by the closing date in order to be considered.

In order to receive Veterans Preference, a copy of Form #DD214, Member #4 copy, must accompany the application.

This position has been designated as a security sensitive position. A criminal background investigation will be completed on the final candidate for the position.

AN EQUAL OPPORTUNITY EMPLOYER

The Texas Veterans Commission does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or the provision of services.